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| Idaho<br>Department of<br>Correction<br><br> | <b>Policy</b> | <b>Control Number:</b><br>320  | <b>Version:</b><br>2.2 | <b>Page Number:</b><br>1 of 2                                   |
|   |               | <b>Title:</b><br>Property: Control of State-issued and<br>Offender Personal Property |                        | <b>Adopted:</b><br>1-4-1988<br><br><b>Reviewed:</b><br>9-8-2011 |

**This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 9/8/11 (signature on file).**

Open to the public:  Yes  No

If no, is there a redacted version available:  Yes  No

#### **BOARD OF CORRECTION IDAPA RULE NUMBER**

[None](#)

#### **POLICY STATEMENT**

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) and its contractors provide all IDOC offenders housed in any facility adequate clothing, hygiene items, and bedding and ensure clothing is properly fitted. In addition, clothing and bedding shall be climatically suitable, comfortable, and meet sanitary and safety requirements pursuant to written standard operating procedures (SOPs).

It is also the policy of the Board that offenders housed within those facilities are allowed to maintain personal property and that the IDOC develops SOPs to ensure the offender's personal property does not create a fire hazard, security risk, or sanitation, storage, or transport issues.

#### **PURPOSE**

The purpose of this policy is to communicate the Board's philosophy regarding the management of (1) property issued by the IDOC to offenders (e.g., State of Idaho issued clothing, hygiene items, bedding, or equipment), and (2) the offender's personal property.

#### **SCOPE**

This policy applies to all procedures created under the authority of this policy and to all offenders under the jurisdiction of the IDOC.

#### **RESPONSIBILITY**

The director of the IDOC and chief of the Operations Division are responsible for overseeing the implementation of this policy and the development and implementation of SOPs to provide guidance to facility heads.

At a minimum, the SOPs must provide guidance on the following:

- Controlling, inventorying, and limiting the amount of offender personal property and State of Idaho-issued property to include legal materials and commissary items;
- Property limits based on housing assignment and custody level;
- Handling excess and unauthorized property; and

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- Procedures for reporting and handling stolen, lost, or damaged property.

## REFERENCES

None

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